

**POSITION DESCRIPTION**

**Organisational Vision**:

South Canterbury District Health Board (SCDHB) is committed *“to enhance the health and independence of the people of South Canterbury”.*

**Organisational Values:** **I CARE**

* **I**ntegrity
* **C**ollaboration
* **A**ccountability
* **R**espect
* **E**xcellence

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| **POSITION:** Care Co-coordinator Needs Assessment and Service Co-ordination Team | |
| **REPORTS TO:** Needs assessment and Service Co-ordination (NASC) Charge Nurse Manager | |
| **HOURS: Monday – Friday: Core office hours 8.30 – 5pm with some flexibility to be able to meet the needs of clients** | |
| **PURPOSE:**  The Care Co-coordinator is a key member of the NASC team within South Canterbury District Health Board (SCDHB) and will work in collaboration with all other DHB clinical and service areas.  PURPOSE DESCRIPTION  The Care Co-coordinator will assess clients referred to the NASC Service who are usually over 65 years of age with aged related disabilities, or close and interest in a manner that reflects the needs of the client.  All assessments will be carried out using the appropriate assessment tools for the service  The care coordinator will identify a comprehensive plan to meet clients prioritised needs as identified through assessment, simultaneously managing the client and family expectations, providing services within established funding guidelines and timeframes. | |
| **AREAS OF RESPONSIBLITY:** | |
| * Needs Assessment Service Co-ordination | |
| **MAIN OBJECTIVES** | The objectives of the NASC Care Coordinator is to provide the following in conjunction with the Manager   * *Work independently and as part of a team.* * *Identify opportunities for quality initiatives and actively participate in quality activities* * *Develop a comprehensive understanding of the community and build strong and effective links within it.* * *Develop creative and innovative methods of service delivery to maximise the utilisation of suitable community services* |

|  | **KEY ACCOUNTABILITIES** |
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| **Communication** | * Maintenance of effective interpersonal relationships with the client, the MH NASC & NASC team, GPs, agencies and all those involved in the care of the client * Speak and write clearly, convey essential information without unnecessary complexity * Encourage and support new members of the team |
| **Assessment and Coordination** | * Undertake a comprehensive, holistic assessment using the appropriate assessment tools * Assist the client to set goals and identify a comprehensive plan to meet their needs * Monitor and evaluate client’s progress towards goal achievement and periodically reassess changes in health status |
| **Administration/**  **General** | * Referrals are responded to in a timely and appropriate manner * Familiarity with and active involvement in service planning/development initiatives * Familiarity with established performance reporting * Timely and complete maintenance of service and administrative records and documentation |
| **Behavioural Expectations** | * Interacts through communication based on mutual trust * Takes responsibility for your own actions * Demonstrates a good understanding of SCDHB policies and procedures * Support clinical and other clerical staff with administrative duties to optimise team work and to supply support which ultimately is helping our client care path and our community * Has a good understanding of the significance of providing a quality service and meeting customer service * Undertakes any other duties consistent with administrative services which may reasonably be required by the employer from time to time in the course of the organisation’s business for which the employee is qualified or has received adequate training or instruction |
| **Quality improvement and Audit activity** | * Assists in promoting a culture of continuous quality improvement by participating in quality activities * Contribute to the team environment in which objectives and plans can be achieved and the performance enhanced * Take all opportunities to obtain new skills and competencies which will enhance the delivery of service * Demonstrates a positive personal commitment to the culture of continuous quality improvement * Undertakes clerical audits to improve client care |
| **Health and Safety**  **Risk Management** | * Understand and apply the principles of Health and Safety and Risk Management to recognize and respond proactively to potential risk within the office * Expectation that the employee will work safely at all times and to actively participate in health and safety programs within the place of work. * Report all accidents, incidents using Safety 1st and report potential hazards * Work towards creating an atmosphere where staff support each other and workplace violence and bullying are not tolerated |
| **PROFESSIONAL COMPETENCIES** | * Maintain own professional requirements (as appropriate) as directed by the relevant legislation. * Role model clinical practice excellence. |
| **TREATY OF WAITANGI**  **TE TIRITI O WAITANGI** | * Comply with obligations under the Treaty of Waitangi, giving effect to the principles of Partnership, Participation and Protection. * Ensure service provision accounts for the cultural needs of clients & family/whanau as appropriate |

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| **KEY WORKING RELATIONSHIPS**  **INTERNALLY:**   * Director Primary Health Partnerships & Allied Health * Members of the NASC, MHNASC and MHBIS teams * SCDHB IT department * Quality Department staff   **EXTERNALLY:**   * Clients and families/whanau * Residential Care home facilities * Home care providers * Community groups and organisations * General Practitioners * Other NASC Services |
| **PROFESSIONAL & LEGISLATIVE STANDARDS:**  The Care Coordinator NASC will:   * ensure responsibilities of staff are conducted in accordance with best practice, relevant ethical and professional standards and guidelines as determined by the relevant professional councils, commissioners and associations; * ensure compliance with New Zealand statutory laws; (in particular the Privacy Act) * Comply with organisation-wide and service specific rules, codes of conduct, policies, protocols and procedures including safe rostering practice and MECA compliance. |
| **PERSON SPECIFICATION**  **EXPERIENCE:**  **Essential Criteria**   * Be professionally registered in NZ as a Registered Nurse, Registered Occupational Therapist or Registered Physiotherapist as per legislative requirements relevant to your profession and hold a current Annual Practicing Certificate * Commitment to and enthusiasm for your profession. * Role model contemporary clinical practice. * Current NZ Drivers Licence   **Experience/knowledge**   * Experience in Health of Older Persons * Have a proven track record of being able to manage time effectively by adopting a disciplined approach to establishing and following priorities of work   **SKILLS AND ABILITIES:**   * Understanding of and commitment to the Treaty of Waitangi and the four dimensions of Maori health * Understanding of the Health of the older person Strategy and other relevant national policy documents and legislation * Commitment to enhancing the quality of life and supporting independent community living * Integrity and high personal and professional standards. * Strong coordination and administrative skills * Good organisational skills with the ability to follow a task through to completion * Excellent communication skills * Ability to work alongside people with disabilities * Able to work effectively independently and as part of a multidisciplinary team * Adaptable and flexible in the work environment with the ability to think laterally * Energetic, motivated and positive attitude to work demonstrating flair and initiative * Open to change and willing to adopt and initiate change within the overall development of services to better meet the needs of clients * Proficient in IT skills and update these as required * Respect for others and the promotion of mutual trust * A sense of humour |

**The intent of this position description is to provide a representative summary of the major duties and responsibilities.**

**Agreed by:**

---------------------------------------------------- (Job holder’s signature)

----------------------------------------------------- (Employer’s signature) -------------------- Date

Date Reviewed: Reviewed by: Next Review: